

Town of Washburn, Clark County

Clerk Duties and Responsibilities S.S. 60.33

TITLE: Town Clerk **JOB SUMMARY:** Self-directed,
elected position.

Performs as Clerk for Town Meetings;

Administers all elections within the Town.

Maintains all Official records and proceeding of the Board; Maintains financial records of Town;

Prepares annual financial reports.

Assessment and tax roll work, reference;

Files reports with County and State agencies;

Issues Operator Licenses and other permits.

Performs related work as required by Wisconsin Statutes.

The position is 32 or 40 hours per month, with some office hours at the Town Hall.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

A. Election Administration S.S. 60.33(4)

(Perform duties as required by chapter 1 thru 11 of State Statutes relating to elections)

1. Achieve Wisvote Certification to Administer all phases of all elections, including training elections officials, staffing polling placing, mailing military and absentee ballots requests, interpreting election laws and canvassing results, deliver ballots to school district offices, and county clerk office.
2. Maintain Wisvote voter registration files in accordance with State law, conduct voter registration, and purge files as required by statutes. Develop poll list and print for use at elections.
3. Prior to local election make packet of filing papers for candidates, receive and check nomination papers, draw for placement on ballot, enter candidates in Wisvote, post and publish election notices, notify winners, prepare, and administer oaths.

B. Administers Board Business S.S. 60.33(1), 60.33(2)

1. Prepares, posts/publishes Town Board Meeting agendas, prepares meeting information packet for Town Board members for semi-monthly Board meetings. Mail notice to people on the agenda.
2. Attend and record (in writing) minutes of monthly Board meetings. Type minutes into Word type document, send document as a PDF to Town website host for on-line posting.
3. Organizes Town Board business, recording official records and administering adopted policies.
4. Attesting the action of the Chairperson, Town Board and recording and reviewing legal documents for accuracy.
5. Post and publish Town and Annual meeting notices, serve as clerk for Town meetings, post resolutions adopted at town meetings.

C. Maintain Town Financial Records S.S. 60.33(3)

1. Maintain a record of Town revenues and expenditures on Town computerized bookkeeping system using Wisconsin Department of Revenue chart of accounts.
2. Such records shall contain complete record of the finances of the Town, showing the receipts, with the date, amount, source, and purpose of each receipt; the disbursements, with the date, amount, object, and purpose of each disbursement, reconcile monthly bank statements with Town records.
3. Make monthly disbursements (run checks) as approved by the Town Board,
4. Prepare year-to-date budget report for Town Board in September of each year to assist in determining next annual budget.
5. Work with Treasurer to determine amount of money to be invested in CD or other investments, determine cash flow needs.
6. Prepare Annual Financial Report of the Town, distribute to residents at April election.
7. Prepare Financial Report Form (Form C) for Wis. Dept. of Revenue.
8. Supply information for annual Town Board audit of Town financial books

D. Town Budget Preparation S.S.60.40 S.S. 65.90

1. Review budget preparation process with Board, provide 9 months of current year for budget purpose, provide anticipated revenues and expenditures for new budget, set up schedule of budget meetings with board, compile payroll information for Board, review budget with board, make changes as dictated by Board.
2. Publish and post Budget Summary and meeting notices for Town Elector Meeting, Budget Hearing and Town Board meeting, have budget sheets available for public.

E. Assessment and Tax Roll Administration S.S. 70.50,70.65, 70.73, 88.42, 985

1. Review assessment roll for errors and bring them to the assessors' attention.
2. Schedule Open Book and Board of Review, publish legal notices of Open Book and Board of Review; set appointments. Notify people who have requested to meet with assessor.
3. Serve as clerk of Board of Review, administering oaths, taking notes, recording, voting, and issuing final determination.
4. Verify the assessor has delivered Assessment roll to County Land Regulations and Records Office, filed Statement of Taxes with WI Dept of Revenue.

F. Records Management S.S. 60.33(7)

1. Maintains Town Board Minute Board, Resolution Book, and Ordinance Book.
2. Record building permits issued, record zoning changes.
3. Maintain payroll records, vacation, holiday, and sick leave record, make social security, federal and state withholding payments to appropriate agencies, quarterly file necessary returns and WI wage report. Prepare W2 forms, 1099, and all other tax reports.
4. Prepare information for Insurance Co. audit, meet with auditor. Request and file Certificate of Insurance from all people contracted by the Town.
5. Establish and maintain data base inventory of all town equipment and material.

G. Licensing S.S.60.33(8)

1. Review state law changes regarding liquor and beer licensing. Prepare and mail out packet of information regarding liquor, beer, cigarette, and bartenders licenses to all license holders. Receives, witness and review applications for licenses pursuant to municipal ordinances and State Statutes, issues licenses in accordance with these regulations.
2. Publish notice of liquor license public hearing, type licenses approved by Board, mail licenses (must be in establishments by July 1), file licensing information with the State Department of Revenue.

H. Highway Related Responsibilities

1. Prepare bids forms and request bids (e.g. salt, contracted highway work), develop contract.
2. Assist Chair in maintaining and correct highway miles certification list for State Dept. Transportation, complete surveys as necessary.
3. Collect and prepare information for County Aid, file with County. File final expenses with county to collect aid.
4. Assist Chair in establish in establishing Town Highway Survey program on Town computer to maintain highway condition, completed work, anticipated work and projected costs.
5. Perform duties specified in chapter 78 thru 90 State Statues relating to highways, bridges, and drains.

I. Miscellaneous

1. Complete numerous fiscal surveys and forms for the federal, state, and other agencies.
2. Respond to inquiries from the general public, work with people to facilitate requesting zoning change, land divisions, provide copies of assessments/tax bills
3. Maintain map of school district boundaries.
4. Draft resolutions and ordinances, as necessary.
5. Perform such duties as requested by Town Board.
6. Listen to complaints from townspeople as they arise and assist in resolving them or refer to proper channels
7. Sort mail, date, and check correspondence directed to Town Chair and advise of matters requiring attention, take care of correspondence directed to Clerk and Treasurer.
8. Type correspondence and reports as needed, file correspondence and board meeting materials. Provide verbal or paper copies of open records information to people/agencies as requested.
9. Develop postcards twice per year for special items such as dust control, appliance recycling, etc.
10. File and maintain clerk office records.
11. Attend workshops, seminars and conventions pertaining to Town Governments, Clerk responsibilities and Municipalities.
12. Investigate other means of financing available to Municipality
13. Prepare and mail invoices to those purchasing services or equipment from Town.
14. Publish weed notice.
15. Furnish complete summary of the Town indebtedness to the County and State.
16. Complete duties as added by the Town Board, State or other agency as directed by the Town Board, (e.g. census, landfill closing, ordinance revision, etc.).
17. Maintain resident list, dog license listing.
18. File recycling reports as required to receive recycling grants.